Satisfactory Academic Progress (SAP) Instructions and Appeal Form- Maximum Timeframe

Federal regulations mandate that schools participating in Federal Student Aid Programs establish a Satisfactory Academic Progress (SAP) policy that monitors student progress for financial aid eligibility. Monitoring is done after each term.

- **Maximum Timeframe (Total Attempted Units)** - Students who have attempted more than 150% of the units required for a degree or certificate program. This total attempted units includes completed units from other colleges and/or units taken without the assistance of financial aid.

**Instructions:**

**Step 1** 
Indicate the term you are submitting the appeal.

**Step 2** 
Attach a typed letter of explanation (required) and supporting documentation (if applicable)

A. Describe your educational goal at SCC and explain why you have not met graduation/transfer requirements. Explain the actions you have taken to make sure you will graduate/transfer in the near future.

**Step 3** 
Attend a SAP Workshop (See online schedule).

**Step 4** 
Have all required financial aid documents on file in our office prior to the Financial Aid Appeal Deadline.

**Step 5** 
Complete and return the attached Financial Aid Appeal Form, a typed letter of explanation to the Financial Aid Office **BEFORE** the deadline. **Failure to include these items will result in an automatic denial.**

Financial Aid Appeal Process Deadlines Due by the date posted below or your last day of classes for the semester - whichever comes first.

- **Fall 2016 Semester - November 07, 2016**
- **Spring 2017 Semester - April 10, 2017**
- **Summer 2017 Semester - July 10, 2017**

**Important Note:**

The Appeals Committee will begin meeting as soon as grades are posted and will continue until all appeals are considered. **This process may take up to 6 weeks to complete from the date submitted.** You will be notified by e-mail or letter as soon as the committee's decision has been made. While your appeal is in the review process you should be prepared to pay your educational expenses from your own resources. **If an appeal is denied this decision is final and cannot be appealed for the remainder of the academic year.**
I. Check only one term you are requesting an Appeal:

☐ Fall 2016  ☐ Spring 2017  ☐ Summer 2017

II. Attachments: Attach a typed letter of explanation (required) and supporting documentation (if applicable). Failure to submit the required letter of explanation will result in an automatic denial.

Personal Statement: A typed letter of explanation (required).

Provide a letter of explanation describing your educational goal at SCC and explain why you have not met graduation requirements. Explain the actions you have taken to make sure you will graduate/transfer in the near future.

III. An Academic Plan Acknowledgement:

Please initial all items to indicate your understanding and agreement of the following Financial Aid Satisfactory Academic Progress expectations and services available at Sacramento City College:

_____ I have reviewed a copy of the financial aid Satisfactory Academic Progress policy (SAP).

_____ I understand I am expected to maintain a 2.0 grade point average (GPA) or higher for every term enrolled.

_____ I understand I am expected to complete at least 67% of all units attempted for every term enrolled.

_____ I am aware of how Withdrawals (W), Incompletes (I), No Pass (NP), In Progress (IP) and Falling (F) grades can impact my financial aid status.

_____ I know the importance of course load and time management guidelines when planning my semester schedule.

_____ I understand it is my responsibility to be aware of drop deadlines as outlined in the college catalog and class schedule, and to withdraw from classes I no longer intend to take before the "W" grade deadline.

_____ I am aware of the various academic and student support services on campus (e.g. tutoring services, general counseling, DSPS, EOP&S, etc.).

_____ I understand that it is my responsibility to seek help at any of the support services available at Sacramento City College when needed and that I must make satisfactory progress in order to continue to be eligible for financial aid.

_____ I have attended a SAP workshop in order to gain greater understanding of the SAP policy and guidelines.

_____ I must make an appointment to see a counselor to complete the counselor certification below:

Student Certification:

- I understand that by submitting this appeal form, approval is not guaranteed.
- I certify the information contained in this Financial Aid Appeal form, supporting documentation, and statements are accurate and complete to the best of my knowledge.
- I realize my Financial Aid Appeal form will be denied if I failed to submit documentation.
- I understand any false information will be the cause of denial, reduction, and/or repayment of student financial aid received.

Student Signature: _____________________________ Date: _____________________________
Counselor Use Only:

I have reviewed the courses the student needs to complete his/her current degree/certificate goal/transfer goal: ________________________________ which matches his/her program declared with Admissions & Records for their current term. The total units required for this student's goal completion at Sacramento City College is __________. This total reflects: GE ____, Transfer ______, Basic Skills _____, Major _____.

Counselor Comments (change of major, assessment needed, other):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Counselor Name   Counselor Signature   Date